PaperCut – Adding Balance to Your Account

Balances refresh to $25.00 starting on July 1st and will be valid for the entire year until the next refresh. Students that have registered with the Accessibility Office, enrolled in specific programs (Nursing, LPN), or have more than 24 credits cumulative can instead fill out the quota increase form: https://bucksedu.wufoo.com/forms/student-request-for-printing-quota-increase/

1. After logging in to your student account, you will notice a small PaperCut window on your desktop. This window shows your current printing balance. Click Details… to open a web browser where you will log into your PaperCut account.

![Balance window]

2. A security warning should appear in your browser. Click More information, then click Go on to the webpage (not recommended).

![Security warning]

3. Enter your Bucks username and password and click Log in to proceed to your PaperCut account.

![Login screen]
4. When your PaperCut balance reaches $1.00, you will be given a warning message that your balance is low. Visit the Add Credit area to add additional funds to your balance. The dropdown menu will allow you to specify dollar amounts ranging from $2.00 to $10.00. After selecting an amount, click the Add Value button.

5. Payments for PaperCut will be processed using PayPal. Your student email address will be entered automatically. If you already have a PayPal account, you can sign in using that account. Otherwise you can use PayPal as a guest and choose to register for an account later.

6. After your payment has been processed, you will need to send the receipt to our Help Desk to have the funds added to your account.
   - Open your Bucks email account: http://outlook.office365.com/live.bucks.edu and find the receipt. Forward the receipt to helpdesk@bucks.edu with your name and student ID number.
   - You can also take a screenshot in your web browser or a photo of the receipt with your smartphone and send that to helpdesk@bucks.edu with your name and student ID number.